

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Greg Krueger			JOB NUMBER (JN) 88684	CONTROL SECTION (CS) 84900
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL DUE DATE 1/7/08	TIME DUE 12:00 noon
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Greg Krueger
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
DESIGN SERVICES
INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PLAN

CONTROL SECTION: 84900

JOB NUMBER: 88684

LOCATION: Southwest, Metro and University Regions

WORK DESCRIPTION: Develop plan for a truck parking management and information system along the I-94 corridor.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:
None

The anticipated start date of the service is: **May 15, 2008**

The anticipated completion date for the service is: **May 15, 2009**

DBE Requirement: N/A

MDOT Project Manager: Gregory Krueger, P.E.
MDOT ITS Program Manager
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909
Ph: (517) 373-9479
Fax :(517) 373-2330
kruegerg@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on the project.

QUESTIONS

All questions shall be submitted no later than 3:00 p.m. EST on **January 2, 2008**. All questions shall be submitted in writing either via fax or email to the project manager. The answers to all questions will be posted to the Operations Contract Support web site, where the RFP was posted.

CONSULTANT RESPONSIBILITIES:

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

PROJECT INFORMATION:

The Michigan Department of Transportation (MDOT) has set a goal for deploying intelligent transportation systems (ITS) across the state with the intent of improving safety and mobility for all citizens of Michigan. Through the development of regional ITS architectures, one area of interest is the management of truck parking spaces along the I-94 corridor. As a result of this need, MDOT is seeking proposals from qualified firms to develop planning and preliminary design documents for a commercial vehicle parking management and information system along the entire I-94 corridor.

This plan is intended to include the following elements:

- Evaluation of existing facilities for truck parking, including MDOT owned and privately owned facilities
- Identification of key points for commercial vehicle parking information, including both temporary and permanent sites
- Identification of any existing infrastructure for parking management

- Identification of sites along the study corridors where new detection may be required
- Development of operational guidelines for a corridor-wide parking management system
- Development of a high level design for the entire corridor
- Assessment of sub-projects for the corridor based on the entire corridor design
- Development of a functional design for a pilot implementation
- Evaluation of potential benefits to traffic management and safety as a result of system implementation
- Evaluation of potential funding sources for the pilot and corridor-wide implementation

Other elements may be necessary for identification and evaluation through the course of the project. At the end of the project, it is intended that the selected consultant will prepare a final report, outlining (as documented in the formal scope of services below) the recommended system, including the safety and mobility benefits to travelers, infrastructure needs, deployment costs and ongoing operations and maintenance costs.

This project is intended to supplement and build off of the ITS Architecture and Deployment plans currently either developed or under development in all of the corresponding regions. The consultant team selected for this project is expected to utilize these ITS Architectures and Deployment plans.

Task 1

The consultant will perform the project management necessary to complete the project, including attendance at meetings, preparation of meeting agendas and minutes, and the preparation and dissemination of meeting invitations.

Task 2

The consultant will develop a Concept of Operations (COO) for a parking management system for the I-94 corridor. This project should focus on the key parking “bottlenecks” and their impact on traffic, safety and mobility along the corridor. This task also includes the determination of what organization will operate and maintain the system (MITS, police, or other agency).

The COO shall include, at a minimum, the following information:

- Listing and evaluation of the parking facilities, public and private, that need to be included in the plan
- Identification of the overall goals and objectives of the plan
- Description of the operational strategy for the program
- Location of MDOT facilities (TSC’s, Rest Areas, etc.) and how those facilities fit into the operational scheme.
- Description of how the parking management system would interact with the existing operations centers in Michigan, specifically in Detroit and Grand Rapids as well as private parking facility owners and operators and private traveler information service providers
- Location of potential new operations centers in the respective corridors, including the staffing and personnel needs associated with all of the centers related to this project

Task 3

The consultant will develop the preliminary, high level design for the entire corridor. This high-level design should include the general placement of devices, assessment of the use of private sector traveler information services and identification of applicable parking facilities for implementation of detection systems.

This task should also include an assessment of the high-level system software, database and communication needs for the corridor-length parking management system.

Lastly, this task should include a breakdown of the corridor into smaller segments that can be implemented over time as opposed to a single, corridor-length implementation. These segments should include a prioritization ranking, and a breakdown of the costs associated with implementation, operations and maintenance.

Task 4

Based on the results of task 3, the consultant will develop a functional design for one prototype segment that can be used as the basis for a final design and implementation as part of a different contract.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in

the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.